



**RULES OF THE JUDICIAL
MERIT SYSTEM
OF THE SUPERIOR COURT IN
YUMA COUNTY**



RULE 5 - REGISTERS

5.01 Responsibility for Maintenance of Registers

It is the responsibility of each Appointing Authority to notify the Human Resources Department as far in advance as possible of vacancies or anticipated vacancies and to cooperate in manpower forecasting and planning and turnover analysis studies. The Human Resources Department will be responsible for the establishment and maintenance of appropriate registers for all the classes and for the determination of the adequacy of existing registers.

5.02 Open Competitive Registers

After each examination, the Human Resources Department will prepare a register or merge the names of the new Applicants with those on the existing register. In the case of open and continuous recruitment, registers will be amended continuously. The names of Applicants will be placed continuously on registers in the order of their final composite scores in the examination. The open competitive register will include candidates eligible for reinstatement.

5.03 Use of Related Registers

If a vacancy exists in a Class for which there is no appropriate register, the Human Resources Department may prepare a certification for the class from one or more existing related registers. The Human Resources Department will select names of applicants from registers for which requirements are comparable with and equal to or higher than those required for the class in which the vacancy exists. The Appointing Authority may make an Appointment from the certification of names from the related register to the requested classification in which the vacancy exists.

5.04 Duration of Registers

- A. A register will expire at the end of six (6) months from the time of its establishment unless the register is specifically extended at the request of an Appointing Authority for a period not to exceed six (6) months. The Human Resources Department may abolish a register at any time in the event of a new examination, changes in class, duty or requirements, or whenever an existing register has ceased to meet the needs for adequate placement in a court department.

- B. Names of applicants will be removed from open continuous registers after six (6) months from the date they were placed on the register unless the register is extended.

5.05 Removal of Names from the Register

- A. The Human Resources Department may remove the name of an applicant from a register at any time for any one of the following reasons:
 - 1. Any of the reasons specified in rule 4.02(E).
 - 2. Failure of the applicant to respond to correspondence.
- B. Receipt by the Appointing Authority of any communication from the applicant that the applicant no longer desires to remain on the register for the class or is no longer available for appointment including the following:
 - 1. Refusal by the applicant of an offer of probationary appointment to any court department.
 - 2. Rejection of the applicant by the only department utilizing the classification or, if utilized by more than one (1) department, rejection by three (3) different departments.
 - 3. Expiration of the six (6) month eligibility in the register, unless the register is extended.
 - 4. Failure of the applicant to appear for a scheduled appointment interview.
 - 5. Separation of an applicant from court service as an unclassified, probationary or regular status employee.

5.06 Notification of Removal

- A. An applicant will be notified verbally, by mail or in any other manner prescribed by the Human Resources Department, when removed from registers for the following reasons:
 - 1. Abolishment of the register.
 - 2. Rejection by the only department utilizing the class, or rejection by three (3) different departments.
- B. An Applicant will not be notified when they are removed from registers for the following reasons:
 - 1. Has remained in the register six (6) months
 - 2. Fails to respond to correspondence

3. Communicates disinterest or unavailability for appointment to the class for which the register is established.
4. Receives an appointment to a position or assignment in a court department or county service.
5. Refuses three (3) interviews or fails to appear for a scheduled interview.

5.07 Reduction in Force Register

Employees with regular status who have been separated as a result of a formal reduction in force in accordance with these Rules will be entitled within six (6) months from the date of separation, upon written request, to have their names placed on the reduction in force register for the same or lower grade class for which they are qualified. Their names will remain on such reduction in force register for a period of six (6) months from the date of separation. Former employees may be ranked by the Human Resources Department on a reduction in force register on the basis of the following criteria: their qualifications, length of service, test scores, conduct, performance appraisals, and other related factors.

5.08 Employee Registers

Applicants who are current court (or county) employees may be eligible for the employee register if:

1. They meet necessary minimum and/or special requirements, and
2. Have passed the testing requirements in effect. (Amended November 13, 2002)

Such employees may be placed on the employee register in order of their respective relative ratings. The employee register will include promotions, transfers, demotions, class changes, changes of appointment from a temporary or on-call to a position in the classified service, or from a grant funded position to a position not funded by grant monies.

5.09 Use of Registers

The Human Resources Department may determine the order in which registers will be used to fill vacancies. Normally, registers will be used in the following order:

- A. First, all former regular status employees in the same class or higher in classified positions affected by a reduction in force.
- B. Second, employees listed on a current register, but only if the employee's score falls within ten points of the top candidate on the open and competitive register for the same class.
- C. Third, candidates from the open competitive register in the order of their final score.